

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

STATE PROPERTIES SECURITY SUPERVISOR

JOB DESCRIPTION

Employees in this job are uniformed civilian members of the Michigan State Police authorized to exercise arrest powers on state properties while on duty and in uniform. The work requires knowledge of state laws, department official orders, rules and regulations related to the safety and security of persons and property, and knowledge of supervisory techniques and personnel policies and procedures.

There is one classification in this job.

Position Code Title – State Properties Security Supervisor-1

State Properties Security Supervisor 10

Employees serve as first-line supervisors of state properties security officers assigned to a shift, who provide armed security coverage for state occupied properties in the City of Lansing and at the State secondary complex in Eaton County.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs safety and security activities at the Capitol Post.

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Directs all state properties security officers assigned to the shift.

Reviews the schedule and takes into consideration sick or other leaves to determine if there is sufficient staff for future shifts; calls staff for overtime if necessary.

Inspects all state properties security officers at beginning of shift to assure that they are fit for duty and in proper attire.

Makes daily assignments to state properties security officers assigned to shift and maintains hourly radio contact with them.

Maintains post desk operations including operating the post radio system and answering inquiries and requests for assistance.

Oversees the maintenance of all post equipment and assures continued proper use and operation of this equipment.

Maintains liaison with local police agencies and with the courts.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Makes arrests for misdemeanors and felonies committed in the employees' presence while on duty, in uniform, and on state property.

Appears in court and gives evidence as needed.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of advanced safety and security methods and techniques.

Considerable knowledge of state criminal laws, rules, and regulations.

Considerable knowledge of the capitol and secondary complexes.

Considerable knowledge of post desk procedures.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment practices.

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Ability to instruct, supervise, and evaluate employees.

Ability to read, comprehend, and apply complex statutes, rules, regulations, and orders.

Ability to satisfactorily use and maintain assigned weapons.

Ability to drive assigned vehicles.

Ability to communicate effectively, both orally and in writing.

Ability to function independently and as a member of a team.

Working Conditions

Employees are required to carry a firearm while on duty.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work any day of the week or any shift.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of State Police.

Education

Possession of a high school diploma or a GED Certificate.

Experience

Two years of experience as a State Properties Security Officer E8,

OR

One year of experience as a State Properties Security Officer 9.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

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Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PROPSCSPV	State Properties Security Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
State Properties Security Supervisor-1	PRSCSPV1	NERE-052
State Properties Security Supervisor-1 (PP)	PRSCSPV1	NERE-013P

ECP Group 3
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MJP/VLWT/MTU